

ATTENTION: ALL LICENSEES BEING AUDITED FOR CE
Georgia Composite Board of Professional Counselors, Social Workers and Marriage & Family Therapists
Website address: www.sos.state.ga.us/plb/counselors * 478-207-2440 * FAX: 866-888-1308

LICENSEE: **YOU HAVE BEEN RANDOMLY SELECTED FOR A CONTINUING EDUCATION HOURS AUDIT**

PLEASE USE THE FOLLOWING FORM TO LIST YOUR CE ACTIVITIES ACCORDING TO WHETHER THEY WERE CORE, RELATED OR ETHICS HOURS. THIS WILL ASSIST YOU IN DOCUMENTING APPROPRIATE HOURS AS WELL AS EXPEDITE THE REVIEW PROCESS BY THE BOARD.

COPIES OF CE CERTIFICATES DOCUMENTING THE ACTIVITY AND THE NUMBER OF HOURS PROVIDED ARE REQUIRED. PLEASE ATTACH THOSE TO THE CE FORM BELOW AND SUBMIT ALL TOGETHER, ONE TIME ONLY PLEASE, BY FAX OR USPS MAIL SERVICE.

- See Board rules 135-9-.01 & .02 regarding Continuing Education hour requirements and documentation required available on the site www.sos.ga.gov/plb/counselors (Look both on the Board Homepage as well as the link to Board Rules for the most up to date versions).
- NO MORE THAN TEN (10) HOURS OF CE's MAY BE OBTAINED ONLINE (Rule Effective 08/30/2011).

**However*, the Board also adopted a policy during their August 5, 2011 Board meeting to accept all approved online CE hours obtained by a licensee between July 1, 2010 (NOT PREVIOUSLY USED TO SATISFY THE 2010 RENEWAL PERIOD) and September 30, 2011 for the upcoming September 2012 Renewal. This will apply ONLY for the 2012 renewal.

Simply put, this means:

- Any CE Hours you have obtained between July 1, 2010 and September 30, 2011, if they meet the Board's CE Hours provider requirements, will be accepted for the renewal of your license in 2012, even if all 35 CE Hours were online or a combination, just as in past years.
- If you did not obtain any CE Hours for the 2012 renewal before September 30, 2011, then this new rule change applies to you: Only 10 CE Hours will be accepted from online (approved) sources.

FAX THE COMPLETED FORM TO: 866-888-1308, OR, MAIL THIS FORM TO:
GA COMPOSITE BOARD, 237 COLISEUM DRIVE, MACON, GA 31217

REMEMBER: Due to a change in Georgia law, O.C.G.A. 50-36-1, EVERYONE must include a copy of a Secure & Verifiable Document with your online or mail in renewal coupon and check!!! See the Board's website for more information and a listing of acceptable documents.

*Do **NOT** send the reporting form and certificates by both fax and USPS mail.*

If you are not sure a fax has gone through, or if we have received the documents via the USPS mail service, PLEASE allow at least 5 business days for processing, then if absolutely necessary, use the "E-mail the Executive Director" link available at www.sos.ga.gov/plb/counselors to inquire ONLY - you cannot attach documents to this particular e-mail address. A response will be provided as soon as possible to an inquiry, but please, allow staff time to process the documents received.

KEEP COPIES OF ALL DOCUMENTS FAXED OR MAILED TO THE BOARD

Refer to Board Rule 135-9-.01 & .02 ***** **CONTINUING EDUCATION REPORT** ***** Refer to Board Rule 135-9-.01 & .02

AREA	ACTIVITY	SPONSORSHIP (FULL NAME)	LOCATION (CITY/STATE)	DATE(S) (M/D/YY)	# OF CLOCK HOURS/DAYS
I CORE					
II RELATED					
III ETHICS					

REFER TO BOARD RULE 135-9-.01 and 135-9-.02 available on the site www.sos.ga.gov/plb/counselors

- Each CE certificate submitted for audit must contain the licensee's name, the title of the CE activity, the name of the sponsoring organization, the number of credit hours earned and the date and location of the CE event.
- No more than 10 hours of continuing education may be earned through online methods (*See note in the instructions above).
- FAX THE COMPLETED FORM ONLY (Not the directions) TO: 866-888-1308, or, MAIL THIS FORM TO: GA COMPOSITE BOARD, 237 COLISEUM DRIVE, MACON, GA 31217. Please submit only once, by one method, not by both fax and USPS mail service.
- **REMEMBER:** Due to a change in Georgia law, O.C.G.A. 50-36-1, **EVERYONE** must include a copy of a Secure & Verifiable Document with your online or mail in renewal coupon and check!!! See the Board's website for more information and a listing of acceptable documents.

04-10-2012